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Maintenance of Supplies and Equipment
COMMAND MAINTENANCE EVALUATION TEAM

By Order of the Secretaries of the Army and the Air Force:

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History. This publication is a new publication.

Summary. This regulation reflects NGB policy concerning the Command Maintenance Evaluation Team (COMET). It also establishes an 18 to 24 month evaluation cycle for the ARNG. This program will be implemented at the State and U.S. Territory level. For purposes of this regulation, State will also refer to Territory.

Applicability. This regulation applies to all Army National Guard units. This regulation is non-applicable to mobilized ARNG units.

Proponent and Exception Authority. The proponent of this regulation is the Chief, NGB-ARL. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management Control Process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and a sample of a checklist for conducting internal control reviews. All States must ensure that they establish an effective Internal Control Program.

Supplementation. States may add to, but not subtract from, the areas of evaluation identified in this regulation. Prior approval must be coordinated with NGB-ARL. Evaluation area (scoring) established herein will be followed to determine satisfactory or unsatisfactory performance.

Suggested Improvements. Users should submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Army National Guard Readiness Center, ATTN: NGB-ARL-M, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution: A

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1. Purpose.

This regulation establishes the responsibilities, scope, policies, procedures, and checklists for the Command Maintenance Evaluation Team (COMET) program. It does not prohibit or replace the formal or informal inspection of maintenance programs conducted at the discretion of commanders at any level. This regulation will be used in conjunction with other regulations and publications to form a solid maintenance and supply (Class IX) program. This includes AR 750-1 as applicable to ARNG units.

2. References.

Related publications are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A.

3. Explanation of abbreviations.

Abbreviations used in this regulation are explained in the Glossary.

4. Responsibilities.

- a. State Adjutants General will:
 - (1) Create a COMET program at the State level.
 - (2) Exercise operational control of COMET evaluations.
 - (3) Provide resources necessary to execute COMET programs including, but not limited to, TDY, per diem, equipment, and personnel.
 - (4) Periodically evaluate COMET performance.
 - (5) Establish specific maintenance goals and performance measurements based on objectives in paragraph 1-5.
- b. State Surface Maintenance Managers (SMMs) will:
 - (1) Schedule units for COMET inspection.
 - (2) Provide resources to accomplish COMET inspections and when feasible, utilize Modification Table of Organizational Equipment (MTOE) assets to assist in the accomplishment of COMET inspections.
 - (3) Notify units of COMET inspection.
 - (4) Submit semiannual COMET report to NGB.
- c. Commanders of the units evaluated will:
 - (1) Ensure the availability of personnel, equipment, and records for conducting COMET evaluations.
 - (2) Take the necessary actions to correct those problems identified by the COMET.
 - (3) Develop unit policies and procedures to prevent these problems from reoccurring.
 - (4) Coordinate with appropriate support activities or higher headquarters to correct other problems that require resources outside the unit's capability.
 - (5) Submit the required written response for an unsatisfactory rating within 90 days to the SMM IAW paragraph 1-7, f.

5. Objectives.

The COMET is intended to provide State Adjutants General and commanders at all levels the following information:

- a. An objective appraisal of the adequacy and effectiveness of unit maintenance management programs and the current status of operations at each unit or organization.
- b. An indication of supply operations directly related to the accomplishment of the maintenance mission; i.e., repair parts, tools, Basic Issue Items (BII), publications, and training.
- c. The current status of driver/crew proficiency in maintenance and the adequacy of operator-level Preventative Maintenance Checks and Services (PMCS).
- d. An indication of the commander's utilization of M-Day resources to promote operational readiness within his or her command.

- e. An objective evaluation of the combat readiness and sustainability of surface equipment.
- f. Indications of systemic issues within the State affecting maintenance operations and equipment readiness that require additional effort and/or assistance.
- g. An indication of the adequacy of corrective actions taken pertaining to prior COMET, Inspector General (IG), Command Logistics Review Team, Expanded (CLRTX), Army Audit Agency (AAA), and General Accounting Office (GAO) visits.

6. COMET Team Composition.

- a. Members of the Maintenance Assistance and Instruction Team (MAIT) will not be used as COMET evaluators for units that they have visited as a MAIT member IAW AR 750-1.
- b. The COMET chief will be a qualified commissioned or warrant officer or senior non-commissioned officer.
- c. Team evaluators must be carefully selected to ensure that they are fully qualified in the commodity areas they will evaluate. Their evaluation must be professional, impartial, and instructional to the unit being evaluated.
- d. COMET personnel will have security clearances commensurate with the classification of the equipment and documents being evaluated.
- e. The composition of the evaluation team should be determined by the type of unit evaluated, quantity and types of equipment, and the time allocated for the evaluation. Maximum use of cross-trained evaluators will minimize personnel requirements and reduce the impact on the unit being evaluated. Evaluators required for specialized equipment should be requested from support maintenance facilities.

7. General.

The COMET is a command evaluation tool that must be used in conjunction with other command evaluations, both formal and informal, to evaluate the effectiveness of unit level maintenance operations and the combat readiness of all categories of surface maintenance. The COMET should strive to evaluate unit maintenance programs as they are conducted on a day-to-day basis. The COMET should place emphasis on identifying those areas requiring attention by the commander and the resolution of systemic problems. Although detailed evaluation of materiel is a function of the COMET program, evaluations will be oriented to combat readiness and sustainability. The overriding principle that will be used in COMET evaluations is that of operational readiness: "Can the equipment perform its combat mission for sustained periods of time without exposing the operator or crew to hazards?"

- a. ARNG units will receive a COMET visit at 18- to 24-month intervals. The COMET may be incorporated into the command inspection program as long as all areas listed in this publication are evaluated. All COMET related data will be captured to provide input for the semiannual summary report sent to NGB-ARL-M.
- b. COMET evaluations will be conducted at detachment, company, troop, and battery level.
- c. Units will be notified of an evaluation on a "NO-NOTICE" basis. Enough time will be permitted in the notification process for protocol. Prior coordination with appropriate training personnel (i.e. DCSOPS) must be accomplished by the SMM to cause the least amount of disruption and ensure that the entity to be evaluated will be available.
- d. An accurate assessment of unit maintenance programs requires that a unit's initial overall rating be accurately documented. A COMET inspection will not be suspended or converted to an assistance visit to avoid an unsatisfactory assessment. It is expected that units will take corrective actions to meet the requirements for a satisfactory rating in those areas rated unsatisfactory. These corrective actions will not be used to change the initial unsatisfactory assessment to be reported in the NGB Summary Report.

e. Failure to receive a satisfactory rating will result in the following actions:

(1) Unit commanders will submit a written response of corrective actions through command channels to the SMM and, if required, a copy furnished to the Director of Logistics (DOL) and the unit's Organizational Maintenance Shop (OMS). This response should include corrective actions taken for deficiencies identified during the evaluation and action plans to ensure that these deficiencies do not reoccur.

(2) Any unit failing a COMET evaluation may receive a MAIT assistance visit.

(3) Units receiving an unsatisfactory rating should be monitored during the next 180 days after the initial evaluation. The responsibility for monitoring the correction of deficiencies may be delegated to the unit's higher headquarters. If the higher headquarters does not have sufficient maintenance experience, the unit or headquarters should request MAIT assistance.

(4) Unsatisfactory areas should be reevaluated within 180 days. This reevaluation may also be delegated to the higher headquarters.

f. The States will provide a semiannual summary report as outlined in Appendix B, to the Director, Army Logistics, ATTN: NGB-ARL-M, 111 South George Mason Drive, Arlington, VA 22204-1382. This report will be submitted not later than the last working day of April for 1st and 2nd Qtr of the FY and October for 3rd and 4th Qtr of the FY.

8. Exemptions.

The following categories of materiel should not be subject to evaluation by the COMET:

a. Equipment and supplies in USP&FO stock accounts that are identified by NGB as excess to the Army or unserviceable awaiting turn in.

b. Equipment listed specifically in designated DA publications as training aids for classroom instructional purposes.

c. Fixed plant or installed property accounted for in accordance with AR 420-18, including structures and facilities.

d. Supplies and equipment in depot pack with the written authorization of the USP&FO.

e. Transportation Motor Pool (TMP) vehicles if designated non-tactical vehicles not permanently hand-receipted to units or activities.

9. Technical Assistance.

Commanders should make maximum use of the technical assistance available to improve their maintenance program. The MAIT is specifically designed to provide this type of assistance to the units in a confidential manner. MAIT visits are a commander's best external resource for maintenance assistance. The MTOE direct support units, Combined Support Maintenance Shops (CSMS), Unit Training Equipment Sites (UTES), Maneuver Area Training Equipment Sites (MATES), and OMS can provide technical training and instructions, follow-up action on repair parts, and general advice on maintenance and supply procedures.

10. Evaluation Standards.

Units will be evaluated in the following areas:

a. Maintenance Management. As a minimum, those areas of maintenance management identified in Appendix C, paragraph C-3 will be evaluated. To receive an overall satisfactory rating in this area, units must achieve a GO in 80 percent of the areas evaluated.

b. Army Material Status System (AMSS) Data Management. As a minimum, those items identified in Appendix C, paragraph C-4 will be evaluated. To receive an overall satisfactory rating in this area, 90% of all AMSS reportable LINs reviewed must have all data elements correct.

c. Maintenance Sustainability. As a minimum, those items identified in Appendix C, paragraph C-5 will be evaluated. To receive an overall satisfactory rating in this area, units must achieve a GO in 80 percent of the areas evaluated.

d. Class IX Repair Parts Management. This area covers (as applicable to the unit) Class IX prescribed load list (PLL), bench stock, shop stock, and consumables. At a minimum, those items identified in Appendix C, paragraph C-6 will be evaluated. To receive an overall satisfactory rating in this area, units must achieve a GO in 80 percent of the areas evaluated.

e. Primary Weapons and Equipment (PWE). Primary weapons and equipment are Pacing and ERC A, AMSS reportable items as identified in AR 700-138, Appendix B and AR 220-1, Appendix C.

Principal [or primary] weapon systems and equipment (PWE) are critical to the accomplishment of primary doctrinal mission tasks and critical mission support items. This equipment is required to refuel, rearm, power, move, or provide direct command and control.

To receive an overall satisfactory rating in this area, units must achieve a GO on 90 percent of the equipment inspected that is identified as PWE. *Units with nine or less PWE items available to inspect will be considered to meet the 90 percent standard if only one item is NOGO.*

f. Materiel General. Materiel General are ERC B, C and those ERC A items not listed in AR 700-138, Appendix C. Those items identified in C-8 will be evaluated. To receive a satisfactory rating in this area, units must achieve an average 90 percent GO rating for equipment inspected that is identified as Materiel General.

g. The use of a complex numerical scoring system is not recommended to determine a unit's overall rating of satisfactory or unsatisfactory. However, States may use that option as necessary in establishing applicable scoring systems.

h. Overall Unit Rating. To receive an overall satisfactory rating, units must receive a satisfactory rating in the areas of Maintenance Management, AMSS Data Management, Class IX Management, and Primary Weapons and Equipment. In addition, units must receive a satisfactory rating in at least one of the other two areas shown in Appendix C.

11. Conduct of Evaluation.

States will develop the specific procedures, in accordance with guidance provided in this regulation, for the following areas:

- a. Detailed checklist for evaluations. Appendix D contains a sample checklist for use as a guide.
- b. Evaluation forms.
- c. Notification procedures.
- d. Materiels to be made available to the COMET team by the unit and/or unit preparation.
- e. Requirements for entrance and exit briefings.

Appendix A

References

Section I

Required Publications

AR 200-1

Environmental Protection and Enhancement (Cited in Table D-1)

AR 220-1

Unit Status Reporting (Cited in para 1-10 e, C-7)

AR 385-10

Army Safety Program (Cited in Table D-1)

AR 385-55

Prevention of Motor Vehicle Accidents (Cited in Table D-1 and D-3)

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) (Cited in Table D-1 and D-3)

AR 700-138

Army Logistics Readiness and Sustainability (Cited in para 1-10 e, f, C-3 b(4), C-7, Table D-1 and D-3)

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level (Cited in Table D-1 and D-3)

AR 750-1

Army Materiel Maintenance Policy and Retail Maintenance Operations (Cited in para 1-1, 1-6, and Table D-1)

AR 750-43

Army Test Measurement and Diagnostic Equipment Program (Cited in Table D-1)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DA Pam 738-750

Functional Users Manual for The Army Maintenance Management System (TAMMS) (Cited in para C-1 a, C-3 b(1), Table D-1 and D-2)

DA Pam 750-35

Guide for Motor Pool Operations (Cited in Table D-1 and D-3)

TB 5-4200-200-10

Hand Portable Fire Extinguishers Approved for Army Users (Cited in Table D-1)

TB 43-0142

Safety Inspection and Testing of Lifting Devices (Cited in Table D-1)

TB 43-0151

Inspection and Test of Air and other Gas Compressors (Cited in Table D-1)

TB 43-180

Calibration and Repair Requirements for the Maintenance of Army Material (Cited in Table D-1)

TB 43-0211

Army Oil Analysis Program (AOAP) Guide for Leaders and Users (Cited in Table -1)

NGR 385-10

Army National Guard Safety and Occupational Health Program (Cited in Table D-1)

Section II

Related Publications

AR 11-2

Management Control

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 420-18

Facilities Engineering Materials, Equipment, and Relocatable Building Management

TB 9-352

Load Testing Vehicles Used to Handle Missiles and Rockets

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 12-Series

List of DA Form 12 series is in DA Pam 25-30

DA Form 348 (Manual)

DA Form 348-E / DA Form 5983 (Automated)

Equipment Operator Qualification Record

DA Form 2028

Recommended Changes to Publications and Forms

DA Form 5519-R

Tool Sign Out Log/Register

DA Form 2401 (Manual)

Organizational Control Record for Equipment

DA Form 5982-E (Automated)

Dispatch Control Log

DA Form 314 (Manual)

Preventative Maintenance Schedule and Record

DA Form 5986-E (Automated)

DA Form 1970 (Manual)

Motor Equipment Utilization Record

DA Form 5987-E (Automated)

Motor Equipment Dispatch

DA Form 2404 (Manual)

DA Form 5988-E (Automated)

Equipment Inspection and Maintenance Worksheet

DA Form 2406 (Manual)

Materiel Condition Status Report

AMSS (Automated)

AMSS Rollup by UIC Report

DA Form 2407 (Manual)

DA Form 5990-E (Automated)

Maintenance Request

DA Form 2408-4

Weapon Record Data

DA Form 2408-14 (Manual)

Uncorrected Fault Record

DA Form 5988-E (Automated)

Equipment Inspection and Maintenance Worksheet

Appendix B
NGB COMET Summary Report Format

| | | |
|---|--|---|
| SEMIANNUAL COMET REPORT FOR | | State: |
| POC: RANK/NAME DSN | | Reporting Period: (2Q or 4Q) <input style="width: 80px;" type="text" value="2Q(FY)"/> |
| 1. Number of units in the State: | | <input style="width: 80px;" type="text"/> |
| 2. Number of units evaluated during the past 2 quarters: | | <input style="width: 80px;" type="text"/> |
| 3. a. Number of units receiving <u>initial</u> satisfactory rating: | | <input style="width: 80px;" type="text"/> |
| b. Number of units receiving <u>initial</u> unsatisfactory rating: | | <input style="width: 80px;" type="text"/> |
| c. Number of units receiving total reevaluations: | | <input style="width: 80px;" type="text"/> |
| d. Number of units receiving partial reevaluations: | | <input style="width: 80px;" type="text"/> |
| e. Total units reevaluated: | | <input style="width: 80px;" type="text"/> |
| 4. a. Number of units with more than 10% of Reportable LINs inaccurate: | | <input style="width: 80px;" type="text"/> |
| b. Number of units with more than 25% of Reportable LINs inaccurate: | | <input style="width: 80px;" type="text"/> |
| 5. Predominant weaknesses: | | |
| a. Maintenance Management: | | |
| b. AMSS Data Management: | | |
| c. Maintenance Sustainability: | | |
| d. Class IX Repair Parts Management: | | |
| e. Primary Weapon Systems and Equipment: | | |
| f. Materiel General: | | |
| 6. Additional Comments: | | |

Appendix C COMET PROCEDURES

C-1. Selection of Evaluated Items.

a. Evaluation of equipment should include on-equipment materiel, publications, and maintenance records. On-equipment materiel includes tools, accessories, and test equipment that are ancillary to the operation of the major item and that do not warrant evaluation as separate items. The publications referred to are those that are prescribed by directive to be kept with the equipment. Maintenance records to be evaluated include those which are maintained for individual equipment items; i.e., equipment records folder, PMCS (DA Form 5988-E), DA Form 5986-E, and or applicable manual forms as set forth in DA Pam 738-750.

b. The number of items to be evaluated is based on the number of items on hand for which the unit has maintenance responsibility. Although the team chief may vary the number of items for evaluation, the following relationships should serve as a guide.

| Table C. | | Number of Items to be Evaluated | |
|--------------------------------|--|--|-------------------------|
| Number of Items on hand | | PWE (Mission Essential) | Materiel General |
| 1-8 | | All | Not less than 2 |
| 9-15 | | Not less than 9 | Not less than 3 |
| 16-25 | | Not less than 10 | Not less than 5 |
| 26-50 | | Not less than 10 | Not less than 8 |
| 51+ | | Not less than 10 | Not less than 10 |

c. The selection of items to be evaluated will be made by the team chief or his designated representative on a random basis without any influence from the unit or activity. For the purpose of selecting the sample, similar items of different manufacture or models having the same general characteristics, rating or payload should be considered as the same items. Those items of equipment on hand that have been issued in lieu of authorized items should be identified and evaluated accordingly.

d. When the random selection includes items in an equipment preservation status, the evaluation should give particular attention to preventive maintenance performed to minimize deterioration and to assure serviceability.

e. The random selection should not normally include the inoperable equipment that the unit reported to the team chief before the evaluation. However, such equipment will be spot checked with particular attention to action taken to return the item to a serviceable condition, to ensure that unauthorized cannibalization has not occurred, and to ensure that the unit has done operator and organizational level of maintenance prior to placing equipment on maintenance request.

C-2. Scoring of equipment.

Each unit will be given two scores. One will be based on the condition of equipment as found. This score indicates the percentage of equipment that is "Ready and Available" per appropriate PMCS table. The other score will be an "adjusted score" which reflects the initiation of necessary administrative actions to correct known faults. These are deficiencies which are beyond the scope of the unit to accomplish, due to non-availability of parts or the requirement for support level maintenance, but within the capability of the unit to detect. The unit's final satisfactory or unsatisfactory rating in equipment will be based on the "adjusted score." Example of an "adjusted score": A vehicle NMC due to inoperative brakes; however, the unit had detected the problem, reported the vehicle as NMC, and a valid requisition for repair parts or a valid request for support maintenance was submitted.

C-3. Maintenance Management.

a. Evaluation of maintenance management will include all activities that have a bearing on the attainment of an acceptable materiel readiness posture, which is the responsibility of the commander of the unit being evaluated.

- b. The pertinent areas to be evaluated should include, but not be limited to the following:
 - (1) Army Equipment Records Procedures (DA Pam 738-750).
 - (2) Publications.
 - (3) Army Oil Analysis Program (AOAP).
 - (4) AMSS Reporting (AR 700-138).
 - (5) Safety.
 - (6) Maintenance facilities.
 - (7) Tools and shop equipment.
 - (8) Test Measurement and Diagnostic Equipment (TMDE).
 - (9) General appearance of equipment.
 - (10) Administrative storage of equipment & equipment preservation.
 - (11) Appointment of required personnel such as AOAP monitor, materiel readiness officer, calibration coordinator, etc.
 - (12) Significant changes in status of equipment prior to the evaluation.

To receive an overall satisfactory rating in this area, units must achieve a GO in 80 percent of the areas evaluated.

C-4. AMSS Data Management.

AMSS data accuracy is critical to all aspects of maintenance management and equipment readiness reporting from the unit up to the highest DA levels. Equipment mileage, fuel usage, and PMCS data must be captured with each dispatch and turn in. This data is consolidated at the DA level and impacts the accuracy of cost factor data for OPTEMPO requirements as well as fleet readiness rates. It is also used to track OPTEMPO execution at the Chief of Staff of the Army (CSA) monthly readiness reviews. All AMSS reportable LINs will be reviewed for data accuracy by comparing the MTOE and unit property book listing with the automated data. Non-reportable LINs should also be reviewed by sampling selected items using the criteria listed above. Critical data to be evaluated will include:

- a. Correct reporting of substitute LINs for authorized LINs.
- b. Correct Equipment Readiness Codes (ERC).
- c. Correct quantities for authorized and on hand equipment.
- d. Correct serial numbers for on hand equipment.
- e. Sub-systems are correctly tied to the reporting system.
- f. Equipment usage data matches actual odometer or hour meter readings on the equipment (a reasonable variance such as 10 miles or 2 hours may be allowed).

To receive an overall satisfactory rating in this area, 90 percent of all AMSS reportable LINs evaluated must be 100% accurate.

C-5. Maintenance Sustainability.

The minimum areas to be evaluated are:

- a. Training of operators.
- b. Training of maintenance personnel.
- c. Maintenance personnel qualifications (MOS proficiency).
- d. Maintenance Standing Operating Procedures (SOP).
- e. Basic Issue Items (BII), tools, and equipment.
- f. Supervision of unit maintenance program.
- g. Control of cannibalization and controlled exchange.
- h. Utilization of unit and support maintenance facilities.

To receive an overall satisfactory rating in this area, units must achieve a GO in 80 percent of the areas evaluated.

C-6. Class IX Repair Parts Management.

This area includes (as applicable to the unit) PLL, consumable items, shop stock, and bench stock.

- a. Authorization.
- b. Management.
- c. Accountability.
- d. Location and storage.
- e. Condition.
- f. Shop stock, bench stock, and consumables.

To receive an overall satisfactory rating in this area, units must receive a GO in 80 percent of the areas evaluated.

C-7. Primary Weapon Systems and Equipment (PWE).

Primary weapon systems and equipment are Pacing and ERC A, AMSS reportable items as identified in AR 700-138, Appendix B and AR 220-1, Appendix C. These items are selected and grouped into one separate area, rather than rated in their normal classification (i.e., tactical vehicle, communications, weapons, etc.).

To receive an overall satisfactory rating in this area, units must achieve a GO in 90 percent of the PWE equipment inspected. *Units with nine or less PWE items available to inspect will be considered to meet the 90 percent standard if only one item is NOGO.*

C-8. Materiel General.

This equipment is comprised of the equipment not included as PWE. Possible items include:

- a. Combat vehicles.
- b. Tactical vehicles.
- c. Trailers and semi-trailers.
- d. Communications-electronics.
- e. NBC.
- f. Weapons.
- g. Generators and compressors.
- h. Materiel handling equipment (MHE).
- i. Medical equipment.
- j. Instruments/Fire Control.
- k. Dining facility equipment.
- l. Construction equipment.
- m. Watercraft.
- n. Missile.
- o. TMDE
- p. All other.

All items will be averaged to arrive at an overall rating. A GO in 90% of the items inspected is required to achieve a rating of satisfactory in Materiel General.

C-9. Conduct of the evaluation.

- a. The team chief or designated representative will conduct an entrance and exit brief.
- b. The team will evaluate all applicable areas identified in paragraph 1-10 of this regulation.
- c. Team members will provide references to appropriate publications for all deviations from standards noted during the evaluation. Mechanics or operators will be instructed as to appropriate corrective action.

C-10. Documentation.

a. States may use a prepared checklist or automated DA Form 5988-E or DA Form 2404 (Equipment Inspection and Maintenance Worksheet) to record comments concerning the unit's maintenance management and sustainability. DA Form 5988-E/2404 will be used to record deficiencies and shortcomings limiting operation of individual items of equipment. When no deficiencies or shortcomings limiting operation are noted, the remark "no faults" should be entered on the appropriate DA Form 5988-E/2404.

b. Failure to comply with safety directives and technical bulletins should be listed as a deficiency, either in maintenance management or on the applicable equipment.

c. On the spot corrections should be noted and the unit given credit. However, corrections should be limited to "quick fixes," such as tightening connections, and must not require parts.

C-11. Reports.

a. The unit will be provided written comments summarizing findings in each of the evaluated areas and copies of each DA Form 5988-E/2404. Any questions or clarifications should be resolved before the team departs. Satisfactory or unsatisfactory rating need not be determined on the day of evaluation.

b. Evaluation results will be forwarded through command channels within two weeks of completion of the evaluation. The final report will include appropriate comments by the SMM. A copy of the final report should be forwarded to the unit's OMS facility.

C-12 Critique.

The team chief will be responsible for conducting an exit briefing of the evaluation before departing from the unit. Personnel present for the exit briefing should include the commander and key personnel. In addition, the commander or a designated representative from the next higher headquarters should be present. During the critique, the team chief and team members will explain the results of major areas evaluated, strengths, weaknesses, and suggested corrective actions. Any areas of concern or questions must be resolved at this point.

C-13. Corrective Action.

When the evaluation is completed, the commander of the unit or activity will take immediate action to correct all deficiencies and shortcomings discovered during the inspection and not corrected by the time the evaluation was completed. If the unit receives an overall unsatisfactory rating, a written response is required IAW paragraph 1-7, e of this regulation.

Appendix D
Sample Evaluation Checklist

This appendix is meant only to serve as a guideline for development of detailed state evaluation checklists.
 IT IS NOT MEANT TO BE ALL-INCLUSIVE.

| Table D-1. Maintenance Management. | GO | NOGO | N/A |
|--|-----------|-------------|------------|
| 1. Army Equipment Records Procedures (DA Pam 738-750) | | | |
| Are the following records property maintained? | | | |
| a. Equipment Record Folder. | | | |
| b. DA Form 5987-1-E / DA Form 1970. | | | |
| 1. Is equipment properly dispatched? | | | |
| 2. Is fuel and oil usage properly annotated? | | | |
| 3. Is mileage or hour meter reading properly annotated? | | | |
| c. DA Form 5982-1-E / DA Form 2401. | | | |
| d. DA Form 5986-E / DD Form 314. | | | |
| 1. Are services scheduled for all equipment? | | | |
| 2. Are services being performed within 10% variance IAW DA Pam 738-750? (Para 3-3b) | | | |
| e. DA Form 2408-4 (Weapon Record Data). | | | |
| f. DA Form 5990-E / DA Form 2407. | | | |
| 1. Has the commander or designated representative signed the PD authentication block for high priorities? (Figure 12-11) | | | |
| 2. Is an organizational copy kept on file? (Para 12-12b) | | | |
| 3. Does the unit have current status on support work orders? | | | |
| g. DA Form 5988-E / DA Form 2404. | | | |
| 1. Is the form maintained for equipment that has faults? (Para 12-2f) | | | |
| 2. Is the scheduled service form properly completed, signed, and kept on file until the next service is performed? (Para 12-2f) | | | |
| h. Do fuel usage reports reflect actual unit usage? | | | |
| 2. Publications (AR 25-400-2; DA Pam 750-35) | | | |
| a. Has a publication library been established IAW DA Pam 750-35? | | | |
| b. Is the technical library maintained and are references properly cataloged for easy access? | | | |
| c. Has the maintenance section publication requirements been identified on the supporting DA Form 12-series? | | | |
| d. Are manuals current and posted with the latest changes? | | | |
| e. Is the publications account being reviewed annually? | | | |
| f. Does the unit have CDROM readers to utilize electronic TMs? | | | |
| 3. Army Oil Analysis Program (AOAP) (AR 750-1, DA Pam 738-750, TB 43-0211) | | | |
| a. Is all required equipment enrolled in the AOAP program? | | | |
| b. Are samples being taken within the variance? | | | |
| c. Are laboratory recommendations being followed? | | | |
| d. Is there an adequate stock of sampling supplies? | | | |
| e. Are sampling valves installed on all equipment requiring AOAP samples? (AR 750-1, para 4-36d) | | | |
| 4. Safety (AR 385-10, NGR 385-10) | | | |
| a. Is an adequate Safety SOP available? | | | |
| b. Are flammable liquids stored properly? | | | |
| c. Do industrial and shop safety procedures comply with AR 385-10 and NGR 385-10? | | | |
| d. Are "No Smoking" signs posted? | | | |

| Table D-1. Maintenance Management (Continued). | GO | NOGO | N/A |
|---|-----------|-------------|------------|
| e. Are fire extinguishers mounted and maintained IAW TB 5-4200-200-10? | | | |
| f. Are first aid kits readily available and complete? | | | |
| g. Are safety boots and other PPE issued to mechanics? | | | |
| h. Are air and other gas compressors inspected and tested IAW TB 43-0151? | | | |
| i. Are lifting devices tested and inspected IAW TB 43-0142 and TB 9-352? (Cranes, recovery vehicles, HEMTT cranes, forklifts, etc.) | | | |
| j. Are vehicles chocked when parked on an incline or whenever maintenance is being performed IAW AR 385-55? | | | |
| 5. Maintenance Facilities | | | |
| a. Does the unit use its supporting maintenance facility during IDT & AT? | | | |
| b. Has the unit requested use of a support facility (OMS/UTES/MATES)? | | | |
| 6. Tools and Shop Equipment | | | |
| a. Does the unit have tools and shop equipment to perform equipment services? | | | |
| b. Are tools and shop equipment serviceable and maintained properly? | | | |
| c. Are special tools on-hand or on valid requisition? | | | |
| d. Is there a Tool Sign Out Log maintained using DA Form 5519-R or a ledger? | | | |
| 7. Test, Measurement, and Diagnostic Equipment (TMDE) (AR 750-43) | | | |
| a. Are unit personnel trained to use and maintain test measurement and diagnostic equipment? | | | |
| b. Is the TMDE in use affixed with a current DA Label 80? | | | |
| c. Is all TMDE entered in TMDE Integrated Materiel Management System (TIMMS)? | | | |
| d. Is TMDE being submitted for calibration before it is past due? | | | |
| e. Is there a current TMDE Master listing on-hand? | | | |
| f. Is the current TB 43-180 (CD-ROM) on hand? | | | |
| 8. General Appearance of Equipment | | | |
| Is the overall appearance of on hand equipment satisfactory? | | | |
| 9. Administrative Storage of Equipment/Equipment Preservation | | | |
| a. Does the unit have any equipment in authorized equipment preservation? | | | |
| b. Is required maintenance performed on equipment in preservation status? | | | |
| c. If the unit has equipment in preservation status, do they have an equipment rotation plan? | | | |
| d. Is equipment preserved properly? | | | |
| 10. Appointment Orders | | | |
| Are the following duties assigned and are personnel on current orders assigned by MTOE? | | | |
| a. Maintenance Officer (AR 750-1). | | | |
| b. AOAP Monitor (AR 750-1). | | | |
| c. Calibration Coordinator (AR 750-43). | | | |
| d. Primary Dispatcher (DA Pam 738-750). | | | |
| e. Logistic Readiness Officer (AR 700-138). | | | |
| f. Qualifying Official (Drivers Exam) (AR 600-55). | | | |
| g. License Issuing Authority (AR 600-55). | | | |
| h. High-Priority Certifying Official (AR 710-2). | | | |
| i. Environmental Compliance Officer (AR 200-1). | | | |
| j. Safety Officer/NCO. (NGR 385-10). | | | |
| k. NBC NCOIC. | | | |

| Table D-1. Maintenance Management (Continued). | GO | NOGO | N/A |
|---|----|--------------------|-----|
| 11. Significant Change In Status of Equipment Prior to the Evaluation | | | |
| Does automated data show recent excessive entries just prior to COMET evaluation? | | | |
| MAINTENANCE MANAGEMENT (EVALUATION STANDARD 80%) | | | |
| SAT _____ | | UNSAT _____ | |

| Table D-2. AMSS Data Management (DA Pam 738-750, AR 700-138) | GO | NOGO | N/A |
|---|-----------|-------------|------------|
| 1. Are substitute LINs correctly entered in ULLS-G as substitutes? | | | |
| 2. Are ERC codes correctly entered, including multi-ERC LINs? | | | |
| 3. Are authorized and on hand quantities correctly reported? | | | |
| 4. Are equipment serial numbers correctly entered? | | | |
| 5. Are all reportable LINs being reported? | | | |
| 6. Are all reportable systems properly configured for AMSS reporting? | | | |
| 7. Does automated data match odometer or hour meter reading (within reasonable variance)? | | | |

AMSS Data: Number of LINs Reviewed:_____ Number Correct:_____ Percent Correct:_____

AMSS DATA MANAGEMENT (EVALUATION STANDARD 90%) SAT_____ UNSAT_____

| Table D-3. Maintenance Sustainability | GO | NOGO | N/A |
|--|-----------|-------------|------------|
| 1. Training of Operators | | | |
| a. Does the unit have a documented equipment/vehicle operator training and licensing program supported by BN IAW AR 600-55? | | | |
| b. Have operators completed required training prior to being licensed IAW AR 600-55 and AR 385-55? | | | |
| c. Are DA Forms 5983-E or DA Forms 348 maintained IAW appropriate regulations? | | | |
| d. Have required periodic performance tests based on equipment critical tasks been conducted and recorded on operator qualification records IAW AR 600-55? | | | |
| e. Does operator OJT or other training have proper supporting documentation? (Lesson plans, tests, etc.) | | | |
| f. Is operator training shown on the section work plans? | | | |
| g. Is a ledger of permits issued maintained IAW AR 600-55? | | | |
| 2. Maintenance Personnel Training | | | |
| a. Does the unit devote 25% training time annually to training and performing operator/crew maintenance on unit equipment? | | | |
| b. Are unit mechanics performing scheduled services and spending 50% of available time in MOS training? | | | |
| 3. Maintenance Personnel Qualifications | | | |
| a. Does the Unit Manning Roster correctly reflect maintenance personnel MOSQ status? | | | |
| b. Are unqualified personnel scheduled for school or in another MOS qualifying program? | | | |
| 4. Maintenance Standing Operating Procedures | | | |
| a. Does the unit have a current and adequate maintenance SOP? (DA Pam 750-35) | | | |
| b. Does the SOP cover maintenance in a tactical environment? | | | |
| c. Does the unit follow their SOP? | | | |
| 5. Basic Issue Items (BII) Tool and Equipment | | | |
| a. Is BII on hand or on order? | | | |
| b. Is BII being maintained? | | | |
| c. Is it inventoried annually? | | | |
| 6. Supervision of Unit Maintenance Program | | | |
| a. Is the unit's maintenance program properly supervised? | | | |
| b. Are maintenance supervisors trained? | | | |
| c. Is there evidence of unauthorized cannibalization or controlled exchange being performed? | | | |

MAINTENANCE SUSTAINABILITY (EVALUATION STANDARD 80%)SAT_____UNSAT_____

| Table D-4. Class IX Repair Parts Management | | YES | NO |
|--|-----------|-------------|-----------|
| Class IX stocks evaluated: | | | |
| Prescribed Load List | | | |
| Consumables | | | |
| Shop Stock | | | |
| Bench Stock | | | |
| 1. Authorization (AR 710-2) | GO | NOGO | NA |
| Does the unit have the appropriate Class IX repair parts stockage established as authorized and is it maintained at the company level? | | | |
| 2. PLL Management | | | |
| a. Does unit PLL exceed 150 Lines? (Do not count IMPL or approved diagnostic items IAW DA and NGB policies) | | | |
| b. Are non-demand supported lines limited to 15 lines approved by the commander IAW DA and NGB policy? | | | |
| c. Are correct Stockage List Codes being used? | | | |
| d. Is the document register properly maintained and the current status posted? | | | |
| e. Are authorized parts on hand or on order IAW AR 710-2, Table 2-1? | | | |
| f. Is there a current FEDLOG available, either on hand or via network? | | | |
| g. Are catalog updates being conducted upon receipt of new FEDLOG? | | | |
| h. Are reconciliations being conducted quarterly? (AR 710-2, para 2-7d) | | | |
| i. Are requisitions submitted IAW time standards in AR 710-2, Table 1-1? | | | |
| j. Are excess items managed IAW current DA and NGB policies? | | | |
| k. Are correct priorities being used? (UND B for Zero Balance; UND C for initial stockage and other than Zero Balance) | | | |
| l. Is there 5% or less Zero Balance? (N/A if State policy limits spending) | | | |
| m. Have required parts to perform scheduled services been ordered with the unit's DODAAC and not the maintenance activity DODAAC? | | | |
| n. Is demand analysis being run every 180 days in conjunction with the commander's review? | | | |
| o. Is the commander or a designated representative reviewing PLL demand analysis and approving PLL stockage? | | | |
| p. Are Class IX demands for unit equipment stationed at a UTES or MATES being forwarded to the unit and included in mobilization PLL stockage determination? | | | |
| 3. Accountability | | | |
| a. Is PLL inventoried semiannually IAW AR 710-2, Table 2-1? | | | |
| b. Are sensitive PLL items inventoried quarterly IAW AR 710-2, Table 2-1? | | | |
| c. Using a 20-line random sampling, do locations and quantities match stock record account OH Balance? (95% accuracy IAW AR 710-2, Table 1-2) | | | |
| d. Do all sensitive items match location and quantity of stock record account? | | | |
| e. Is causative research conducted for adjustments to the on hand balance of sensitive items and items with an extended line item value of \$500 IAW AR 710-2, para 3-29o? | | | |

| Table D-4. Class IX Repair Parts Management (Continued) | | YES | NO |
|---|--|-----|----|
| 4. Locations and Storage (AR 190-51, Para 3-11/12) | | | |
| a. Are unit repair parts properly stored and secured? | | | |
| b. Are small arms repair parts properly secured? | | | |
| c. If Risk Analysis is Level II, are pilferable items segregated from general stockage and provided additional barrier of protection? | | | |
| 5. Condition | | | |
| Are repair parts in serviceable condition IAW AR 710-2, Table 2-1? | | | |
| 6. Shop Stock, Bench Stock, and Consumables (AR 710-2, NGB Class IX Policy Letter) | | | |
| a. Is shop stock managed IAW AR 710-2, para 3-16, and NGB policy? | | | |
| b. Is bench stock managed IAW AR 710-2, para 3-17, and NGB policy? | | | |
| c. Are consumables managed IAW NGB policy? | | | |

CLASS IX REPAIR PARTS MANAGEMENT (EVALUATION STANDARD 80%) SAT _____ UNSAT _____

| Table D-5. Primary Weapons and Equipment | GO | NOGO | NA |
|--|----|------|----|
| 1. Pacing Items and Systems | | | |
| 2. ERC A Items and Systems | | | |

Primary Weapons and Equipment: Raw Score:_____ Adjusted Score:_____ Percent GO:_____

PRIMARY WEAPONS AND EQUIPMENT (EVALUATION STANDARD 90%) SAT _____

UNSAT _____

| Table D-6. Materiel General | GO | NOGO | NA |
|--------------------------------------|----|------|----|
| 1. Combat vehicles | | | |
| 2. Tactical vehicles | | | |
| 3. Trailers and Semi-trailers | | | |
| 4. Communications-electronics | | | |
| 5. NBC | | | |
| 6. Weapons | | | |
| 7. Generators and compressors | | | |
| 8. Materiel Handling Equipment (MHE) | | | |
| 9. Medical | | | |
| 10. Instruments/Fire Control | | | |
| 11. Dining facility equipment | | | |
| 12. Construction equipment | | | |
| 13. Watercraft | | | |
| 14. Missile | | | |
| 15. TMDE | | | |
| 16. All other | | | |

Materiel General: Raw Score:_____ Adjusted Score:_____ Percent GO:_____

MATERIEL GENERAL (EVALUATION STANDARD 90%) SAT _____ UNSAT _____

| Table D-7. COMET SUMMARY | | | |
|---------------------------------|---|------------|--------------|
| | | Sat | Unsat |
| I. | *Maintenance Management(80%) | | |
| II. | *AMSS Data Management(90%) | | |
| III. | Maintenance Sustainability(80%) | | |
| IV. | *Class IX Repair Parts Management(80%) | | |
| V. | *Primary Weapons & Equipment (PWE)(90%) | | |
| VI. | Materiel General(90%) | | |

***Must receive a satisfactory rating in these areas to receive an overall satisfactory rating. Must pass at least one of the remaining two areas**

OVERALL COMET RATING SAT_____ UNSAT_____

Glossary

Section I

Abbreviations

AAA

Army Audit Agency

AOAP

Army Oil Analysis Program

AR

Army Regulation

ARNG

Army National Guard

AT

Annual Training

BII

Basic Issue Items

BN

Battalion

CLRTX

Command Logistics Review Team Expanded

COMET

Command Maintenance Evaluation Team

DA

Department of the Army

DA Form

Department of the Army Form

DA Pam

Department of the Army Pamphlet

DD Form

Department of Defense Form

DS

Direct Support

ERC

Equipment Readiness Code

GAO

General Accounting Office

GS

General Support

IAW

In Accordance With

IDT

Inactive Duty Training

IG

Inspector General

MAIT

Maintenance Assistance and Instruction Team

MATES

Maneuver Area Training Equipment Site

MG

Materiel General

MHE

Material Handling Equipment

MM

Maintenance Management

MOS

Military Occupational Specialty

MTOE

Modification Table of Organization and Equipment

NBC

Nuclear, Biological, and Chemical

NCO

Non-Commissioned Officer

NCOIC

Non-Commissioned Officer In Charge

NGB

National Guard Bureau

NGR

National Guard Regulation

NMC

Not Mission Capable

OPTEMPO

Operating/Operations Tempo

OMS

Organizational Maintenance Shop

PLL

Prescribed Load List

PMCS

Preventive Maintenance Checks and Services

PPE

Personal Protective Equipment

PWE

Primary Weapon Systems and Equipment

SAT

Satisfactory

SMM

Surface Maintenance Manager

SOP

Standing Operating Procedures

TAMMS

The Army Maintenance Management System

TB

Technical Bulletin

TDA

Table of Distribution and Allowances

TDY

Temporary Duty

TM

Technical Manual

TMDE

Test Measurement and Diagnostic Equipment

TMP

Transportation Motor Pool

UND

Urgency of Need Designator

ULLS-G

Unit Level Logistics System - Ground

UNSAT

Unsatisfactory

USP&FO

United States Property & Fiscal Office(r)

UTES

Unit Training Equipment Site

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.